

BOG Fee Waiver Implementation

2015 CCCApply Workshop

Welcome

BOG Fee Waiver Project

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2015-2016 BOG Release

The 2015-2016 BOG Fee Waiver Application is now Available!!

New Changes

- New Income Method B Table
- New Per-person Income Threshold
- T and U Visa Types eligible for AB540
- Minor text changes: “same sex marriage”

New 2015-2016 Data Dictionary

Getting Started: BOG Project

BOG Project - Easy Implementation

To implement the BOG Fee Waiver application you must be *LIVE* on the Standard Application first

What's done already?

- ✓ Shibboleth install is complete
- ✓ Same URLs to the staff tools (Administrator & Report Center)
- ✓ Portal branding image is already in place
- ✓ Download Client is installed and includes BOG
- ✓ Same Format as the Standard application

What doesn't need to be done:

- ❖ No Supplemental Questions to set up
- ❖ No extra server restarts for branding
- ❖ No new learning curve for setting up Rules
- ❖ Same URL access to the Report Center & Administrator

Downloads

Setting Up BOG Download File

Setting up the BOG download files uses the same process as the Standard Application setup.

Two XML templates are provided:

- BOG Format XML (defines the data fields you want to download)
- BOG Job XML
 - Defines how often you want to run your download job
 - Point the job file to QA or Production server attribute

Visit the online "[BOG Implementation Docs Home](#)" for step by step instructions on setting up downloads

BOG Data Fields

BOG Data Fields

Setting up the BOG download files is same as Standard App

Two XML templates:

- BOG Format XML
- BOG Job XML
 - Point to QA or Production URL attribute
 - Unicon restarts server to move keystore
 - Unicon adds College to College Table

BOG Data Fields

BOG Data Fields

marital_status — character (1)
reg_dom_partner — character (1)
born_before_23_year — character (1)
married_or_rdp — character (1)
us_veteran — character (1)
dependents — character (1)
parents_deceased — character (1)
emancipated_minor — character (1)
legal_guardianship — character (1)
homeless_youth_school — character (1)
homeless_youth_hud — character (1)
homeless_youth_other — character (1)
dependent_on_parent_taxes — character (1)
living_with_parents — character (1)
dependency_status — character (1)
cert_veteran_affairs — character (1)
cert_national_guard — character (1)
elig_medal_honor — character (1)
elig_sept_11 — character (1)
elig_police_fire — character (1)
tanf_calworks — character (1)
ssi_ssp — character (1)
general_assistance — character (1)
parents_assistance — character (1)
dep_number_household — integer
ind_number_household — integer
dep_gross_income — integer
ind_gross_income — integer
dep_other_income — integer
ind_other_income — integer
dep_total_income — integer
ind_total_income — integer
elig_method_a — boolean
elig_method_b — boolean
elig_bogfw — character (1)
confirmation_parent_guardian — boolean
parent_guardian_name — character varying (60)
ack_fin_aid — boolean DEFAULT false
confirmation_applicant — boolean DEFAULT false
last_page — character varying (25)
ssn_last4 — character (4)
tstmp_submit — timestamp with time zone -
Submission date and time
tstmp_create — timestamp with time zone
tstmp_update — timestamp with time zone
tstmp_download — timestamp with time zone

Application Demo

BOG Application Demo

Rules Basics

BOG Rules

- Rules *are* available for the BOG application
- Set up rules in the Administrator
- Same functionality as Standard application

Type of Rules

- Email Rules
- Error Message Rules

BOG Rules

Rule Types

Email Rules

1. Create the email messages *first*
2. Create the rule XML code
3. Reference the message ID in the rule code

Error Rules

1. Ensure error rule is lawful (Confirm with Legal)
2. Error messages language must be clear
3. Simple and complex rule codes
4. Error rules don't trigger until after submission*

*Change request pending to have error rule trigger when page is completed, saving student time

Rules Basics

Setting Up Rules in the Administrator

- You Need A User Account*
 - Authorized by college or district MIS code
 - “Add Users” can add new users – contact your IT
- Getting There: The Administrator Set-Up
 - IT provides URL (QA Test & Production Sites)
 - Log in with User account
 - Select BOG from “Application” drop down
 - Select college from the “College” drop down
 - Rules tab appears
 - Create Messages first for email rules*

**Financial Aid staff should contact IT to get a user account*

Rules Email Messages

Rule Messages

- HTML friendly - WYSWYG
- Use college logos and hyperlinks
- Store copies of messages for future use

Messages [Manage](#)

```
BOGAOK  
BOGBOK  
BOGNotElig
```

Create Rules

Adding & Editing Rules

Error Rules

- Use Rules Reference Language
- Grab code template for common rules
- Reference Message in rule action
- Set Active vs. Inactive
- *Rule Preview* – check validation

Error Rules

- Use Rules Reference Language
- Grab code template for common rules
- Enter error message clearly
- *Rule Preview* – check validation

Rule Reference Language

Rule Language Reference

Examples:

1. Send an email to all new applicants:

```
if (1 == 1)
{
  mail("Applicant", "from@mycollege.edu", "Welcome to My College")
}
```

2. Send an email to applicants with an F1 visa:

```
if (visa_type == "F1")
{
  mail("F1 Visa", "from_email@mycollege.edu", "F1 Visa Information")
}
```

3. Send an email for the Title IX survey:

```
if (athletic_intercollegiate == true or athletic_intramural == true)
{
  mail("Title IX", "from_email@mycollege.edu", "Title IX Survey")
}
```

Rule Conditions

Conditions:

`value == value`

Case sensitive match.

`value != value`

Case sensitive match.

`value < value`

Is true if the first value is less than the second value.

`value > value`

Is true if the first value is greater than the second value.

`value <= value`

Is true if the first value is less than or equal to the second value.

`value contains value`

Case sensitive match. Is true if the second value appears anywhere within the first value.

`value in (value1, value2, ...)`

Case sensitive match. Is true if the first value is equal to any of the listed values. The number of values may be listed between the parentheses.

`value matches value`

Case sensitive match. Is true if the entire first value adheres to the pattern of the second value. A pattern may include certain wildcard characters:

* - Matches any number of any characters.

? - Matches any single character.

[abc] - Matches one of any of the characters specified (in this example, either "a", "b", or "c").

`value equalsCI value`

`value startsWithCI value`

`value endsWithCI value`

`value containsCI value`

`value inCI (value1, value2, ...)`

`value matchesCI value`

Case insensitive versions of the corresponding conditions.

Rule Actions

Actions:

mail(" *message-id*", " *from@example.com*", " *Subject line*")

Sends an email to the student. Email messages are referred to by their message ID. You can create new messages using the [Message Manager](#).

staffMail(" *to@example.com*", " *message-id*", " *from@example.com*", " *Subject line*")

Sends an email to a staff member at the given address.

error(" *Error text to be displayed*")

Displays an error message to the student within the application.

Los Rios: BOG Rule Examples

BOG Rule Examples

1. Error message if no Student ID (college_id) entered, or if they put a "W" as the first letter.
2. Send e-mail if they are *eligible for a BOG A*.
3. Send e-mail if they are *eligible for BOG B or both BOGs*.
4. Send e-mail if they are *not eligible*.

Rules

Reset Downloads

Users

Rules for American River College

Note: The first step when creating **email** rules is to create the message (the body of the email). You can then reference the message ID when creating the rule. Click the Manage Messages link to create a new message.

	Order	Rule Name	Status	Last Updated
<input type="checkbox"/>	1	NoBlankOrWStudentID	Active	03/03/2015
<input type="checkbox"/>	2	ARC BOG A Eligible	Active	03/03/2015
<input type="checkbox"/>	3	ARC BOG B Eligible	Active	03/03/2015
<input type="checkbox"/>	4	ARC BOG Not Eligible	Active	03/03/2015

Edit

Delete

Add New Rule

[Manage Messages](#) | [Return](#)

Los Rios:

Error Rule for No Student ID

Edit Rule for: American River College

Rule Name:

Rule Status:

Executes Before:

Rule Definition:

```
1 if ((college_id == null ) or (college_id == "" ) or (college_
   id == " " ) or (college_id startsWith "W") or (college_id sta
   rtsWith "w" ))
2 {
3     error("Please provide a student ID without the W.")
4 }
```

Display an error if applicant does not enter anything in the student ID (college_id) field, or if they put a "W" as the first letter.

Los Rios: Eligibility Method A Email Rule

Edit Rule for: American River College

Rule Name:

Rule Status:

Executes Before:

Rule Definition:

```
1 if (elig_bogfw == "A")
2 {
3     mail("BOGAOK", "finaidgroup@arc.losrios.edu", "BOG Fee Wai
4     ver Application Confirmation")
5 }
```

Send an e-mail if they are eligible for a BOG A

Los Rios: Eligibility Method B Email Rule

Edit Rule for: American River College

Rule Name:

ARC BOG A Eligible

Rule Status:

Active ▼

Executes Before:

3: ARC BOG B Eligible ▼

Rule Definition:

```
1 if (elig_bogfw == "A")
2 {
3     mail("BOGAOK", "finaidgroup@arc.losrios.edu", "BOG Fee Wai
4     ver Application Confirmation")
5 }
```

Send an e-mail if they are eligible for BOG B or both BOGs.

Los Rios: Ineligibility Email Rule

Edit Rule for: American River College

Rule Name:

ARC BOG Not Eligible

Rule Status:

Active ▼

Executes Before:

(Executes last) ▼

Rule Definition:

```
1 if (elig_bogfw == "N")
2 {
3     mail("BOGNotElig", "finaidgroup@arc.losrios.edu", "BOG Fe
4     e Waiver Application Confirmation")
5 }
```

Send an e-mail if applicant is not eligible for BOG

BOG Public Reports

BOG Reports Overview

- BOG Application Look-Up Reports
 - Look up individual applications
 - Grab Confirmation number
- BOG Public Reports
 - Eligibility Reports
 - Method A
 - Method B
 - New Applicants

BOG Public Reports

BOG Reports

Public Reports appear in your Library

The screenshot displays the 'Report Center' interface. On the left, a 'Folders' pane shows a tree structure with 'BOG Reports' selected. On the right, a 'Repository' pane shows a table of reports with columns for 'Name' and 'Description'. The table lists several reports, including 'BOG FW Applications', 'BOG Method A Calculation Report', 'BOG Method B Calculation Report', 'Dependents - BOG Eligibility Report', 'Final BOG Eligibility Report', 'Independents - BOG Eligibility View Report', and 'New BOG Applicant Report'.

Name	Description
BOG FW Applications	
BOG Method A Calculation Report	All fields used in the Logic to calculate Method A status; filtere
BOG Method B Calculation Report	All fields to calculate Method B status; filtered by BOG Year ar
Dependents - BOG Eligibility Report	Fields calculating Dependent status with Final BOG Eligibility
Final BOG Eligibility Report	BOG Status calculation with Method A and B
Independents - BOG Eligibility View Report	Fields calculating an Independent dependency status with Fina
New BOG Applicant Report	Filters include: Submit Date, CCCID, Conf Number, Last Name

Resetting BOG Downloads

Resetting BOG Apps for *Re-Download*

In the event that a previously downloaded application must be downloaded again (server error, etc.), the following process should be followed to reset the <status> field:

1. Report Center

Log in to the Report Center and run a BOG New Applicants report to locate the Confirmation number of the application(s) to be reset. Copy the confirmation number(s) and open the Administrator.

2. Administrator

Log into the Administrator and click on the "Reset Downloads" tab

1. Paste the confirmation number into the reset field
2. Click "Find Application(s)"
3. Put a checkmark next to the application to download
4. The application is reset for download. The "status" field resets the status from "D" to "I"

D = Downloaded I = Incomplete (Not Downloaded)

BOG Confirmation Page with CCCID

BOG Confirmation Page

Shows BOG confirmation number & CCCID

The screenshot shows a web page titled "BOG Fee Waiver Application Confirmation" from the California Community Colleges Chancellor's Office. The page includes a confirmation message, a table of applicant details, and instructions for printing and next steps.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

BOG Fee Waiver Application Confirmation [Cambiar A Español](#)

Your Allan Hancock College BOG Fee Waiver application for Summer 2014 through Spring 2015 has been submitted.

Applicant Name:	Patricia Anne Donohue
Applicant CCID:	AAA0071
Confirmation Number:	BOG-10485
Home Telephone:	530-228-2446
Email Address:	pdonohue@cvc.edu
Date Submitted:	02/12/2015 1:15:48 PM

Please print this page for your records. You may also print your application on the My Applications page.

- This application, if approved by the college, will waive enrollment fees. For additional student aid, please complete a [FAFSA \(Free Application for Federal Student Aid\)](#) online or contact the Financial Aid Office of the college.
- Please see the college [instructions](#) or contact the college for more information.

Your information is protected by secure transmission and by the provisions of our [privacy policy](#)

Support & Help Desk

Help for the BOG

New College Support Services for the BOG

- Full-time College Support Technician
- Issue Tracking System

cccapply@openccc.zendesk.com

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- Get Satisfaction Site for Colleges & Staff
 - CCCApply Admissions Applications
 - OpenCCC Account System
 - **BOG Fee Waiver Application**
 - CCC Report Center